

NOTICE OF RECRUITMENT

Media/Communications Assistant

Reference number	2025/13/AST
Type of contract	Temporary staff (open-ended), full-time
Function group & grade	AST 3
Place of employment	Brussels, BELGIUM
Application open until	27 November 2025, 12:00 (CET)
Candidates shortlisted and tests	January 2026

About the EPP Group

The **Group of the European People's Party (EPP Group)** is the largest and oldest group in the European Parliament. As a centre-right group, the Group is committed to creating a stronger Europe, building on its people and working towards the benefit of all Europeans. It is aiming to reach a more ambitious and a more self-assured Europe where everyone has an equal opportunity to succeed. In its day-to-day business, the Group and its Members can rely on the multinational secretariat providing high quality political, administrative and technical support.

Department

The overall responsibility of the **Campaigns Directorate's Digital Communication Unit** is to ensure the EPP Group and its MEPs are well-represented online. This includes putting in place and maintaining the relevant infrastructure, daily communication online and running communications campaigns in line with the Group's communication strategy.

Job description

The Media/Communications Assistant fulfils a supranational function within the EPP Group Secretariat and carries out, the following functions and duties:

- Provide comprehensive video coverage of all Group events, including meetings, press conferences, official ceremonies, and behind-the-scenes moments;
- Film and produce high-quality, compelling video content tailored for various platforms, including websites and social media channels (e.g., Reels, TikTok, YouTube, X).
- Edit and deliver final video assets promptly, ensuring a fast turnaround for timely publication, especially for time-sensitive political news and social media updates;
- Collaborate closely with the Digital Communications Team and Press Team, actively contributing creative video concepts and storytelling ideas to enhance our political content strategy and drive engagement;
- Work with the Digital Communications team to plan and execute video assignments, from pre-production storyboarding to post-production delivery;
- Work alongside graphic designers, digital communications specialists and external partners to incorporate branding elements (e.g., lower thirds, motion graphics) and maintain visual and tonal consistency across all communication materials;
- Operate and maintain video, audio, and lighting equipment, and ensure the proper functioning and upgrade of technical tools.

The post of **Media/Communications Assistant** (Videographer & Video Editor) in the Secretariat of the EPP Group requires significant availability, including a high frequency of events, irregular working hours, and travel. The role demands continuous improvement, flexibility, attention to detail, and the ability to work effectively within an international team under tight deadlines.

Working as part of the Digital Communications Team, the successful candidate will be responsible for the full video production process - from concept development and filming to editing and delivery, producing creative and engaging video content for the Group's communication channels and political campaigns.

Suitable candidates must demonstrate strong organizational and planning skills, the capacity to handle varied tasks, adapt quickly to changing circumstances, and manage competing priorities. The position calls for a highly motivated, creative, and technically skilled professional who can translate political messages into compelling visual stories.

Job requirements

Candidates must have:

- a level of post-secondary education attested by a diploma; **OR**
- a level of secondary education giving access to post-secondary education, followed by at least 3 years' professional experience in a field related to the nature of the duties described under the job description section of this notice;

- after obtaining the educational qualifications required for this competition, 4 years' of proven professional experience in a field related to the duties described in the job description, preferably in an institutional or communication-focused environment;
- proven experience as a Videographer and Video Editor, supported by a strong portfolio of work;
- expertise in professional video editing software (e.g., Adobe Premiere Pro, Final Cut Pro) and familiarity with motion graphics (e.g., Adobe After Effects) is a plus;
- technical proficiency in operating modern DSLR/mirrorless cameras, audio equipment, and lighting setups;
- demonstrated experience in creating and formatting short-form vertical video for social media platforms (TikTok, Instagram Reels, YouTube Shorts)
- ability to work under tight deadlines and adapt to changing priorities;
- a keen interest in and understanding of the political landscape is highly desirable.
- for work purposes, a very good knowledge of English (C1);
- a thorough knowledge of another EU language (C2).

Salary & benefits

Successful candidate(s) may be offered a contract as a temporary agent of the type 2(c) for an indefinite period, in accordance with the Conditions of Employment of Other Servants of the European Union (CEOS).

In addition to the basic salary, the following benefits apply:

- ⇒ Comprehensive **health insurance** (worldwide coverage);
- ⇒ Participation in the **EU pension scheme** (entitlement after 10 years);
- ⇒ At least **24 days** of annual leave;
- ⇒ **Allowances** (e.g. expatriation, household, dependent child, installation) depending on your situation;
- ⇒ **Training and career development opportunities.**

General admission conditions

CANDIDATES MUST FULFIL THE FOLLOWING CONDITIONS (art. 12(2) of the CEOS):

- be a national of one of the Member States of the European Union;
- enjoy their full rights as a citizen (have no criminal record);

- have fulfilled any obligations imposed by the laws concerning military service;
- meet the character requirements for the duties involved.

Personal Data

The EPP Group ensures that applicants' personal data are processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, particularly as regards their confidentiality and security and repealing Regulation (EC) No 45/2001 and Decision N° 1247/2002/EC.



Equal opportunities


The EPP Group is an equal opportunities employer that is committed to diversity and to creating inclusive working environment. We encourage applications from qualified women and men who fulfil the job requirements, regardless of their age, race, ethnic origin, religion or belief, disability, sexual identity or any other characteristic.

HOW TO APPLY

Help us build a stronger, innovative, and forward-looking Europe. Join the EPP Group today!

Before You Apply


1.  **Read carefully** this notice.
2.  **Prepare your supporting documents.** Your applications **must be supported by:**
 - Diplomas (secondary and post-secondary).
 - Proof of professional experience (contracts, attestations, salary slips or equivalent). *Traineeships are not taken into account.* If the documents are not in English, French, or German, an unofficial translation into one of these languages must be provided.
 - For self-employed activity: official documents (tax forms, VAT, invoices, etc.).
 - Proof of language(s) knowledge (certificates or a written explanation if none available).
 - Copy of ID card or passport.

 Only complete applications submitted by **the closing date** and **supported by the required documents** will be considered by the Selection Committee

 - Any qualifications or experience not duly substantiated by supporting documents **will be disregarded.**

3.  **Submit your application below by 27 November 2025, 12:00 (CET)** with attaching the following:

- ⇒ Europass CV (in English)
- ⇒ Motivation letter (max. 500 words, in English)
- ⇒ All supporting documents in **1 single PDF** (max. 15 MB)

4.  **Confirmation** – You will receive an acknowledgement email. Check your spam folder if it does not arrive.

- Urgent queries may be sent by email to: epp-recruitment@europarl.europa.eu
- NO PHONE CALLS

ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS

- The selection procedure is based on qualifications and tests (3 written tests in English + 1 oral test).
- The Selection Committee will review applications and select up to 8 candidates whose qualifications and documented professional experience best match the role.
- Decisions are based solely on the information provided in the application form and supporting documents.
- Candidates will be notified by email if they are admitted to the tests.
- False or unsupported information at any stage will lead to disqualification.
- Detailed information on the tests (nature, duration, scoring) is provided only to invited candidates.

INCLUSION ON THE LIST OF SUITABLE CANDIDATES

- Candidates who obtain at least 60% of the total points and meet the minimum mark for each test will be included on the list.
- The 2 highest-scoring candidates will be ranked in order of merit.
- Inclusion on the list does not guarantee recruitment.

CONDITIONS OF RECRUITMENT

Candidates on the list of suitable candidates are **eligible for recruitment** as positions become available in the EPP Group.

- Recruitment will be at grade AST3; one post is available.
- The list is initially valid for 2 years and may be extended; candidates will be notified if so.
- Shortlisted candidates offered a position must provide original diplomas, degrees, and employment certificates for verification.

Link to the online application form:

<https://form.erecruiter.pl/form/e66eb3ee82fa48948b417503fec9de84>